

**Summary of the
NELAC Board of Directors/Committee Chairs Meeting
NELAC IV Interim Meeting, Bethesda, MD
January 11, 1999**

The Board of Directors and Committee Chairs of the National Environmental Laboratory Accreditation Conference convened at the NELAC IV Interim Meeting at 10:00 a.m. on January 11, 1999. The meeting was led by the Board chair, Dr. Ken Jackson. The action items are shown in Attachment A, incomplete action items from past meetings are shown in Attachment B and the list of participants are shown in Attachment C.

Approval of Minutes

The minutes from the January 7, 1999 teleconference were approved.

NELAC Session Ground Rules

Ms. Jeanne Mourrain reported that she had prepared posters for all the meeting rooms stating the ground rules for each session. She suggested that the Committee Chairs read through the ground rules before their session so that the participants will be familiar with them.

Introduction during Meetings

Ms. Mourrain asked that all committee members be introduced at the beginning of each session and are recognized for all the work that they do for the committee.

Policy on Revision of Standards

Dr. Jackson stated that he would mention at the opening session that a new policy on the revision of standards is in effect and will be effect during the working sessions of this Interim meeting. Ms. Mourrain suggested that Dr. Jackson clarify the fact that only in the Constitution and Bylaws must the changes be proposed at the Interim meeting before they can be voted on at the Annual meeting. She also suggested that he let the participants know that this meeting is not a cut off date and changes will be made between now and the Annual meeting. A discussion ensued on the final date for submitting comments for consideration before publication of the changes for the Annual meeting. It was decided that all comments should be in by April 1, 1999 and that all changes would be posted on the website by May 12, 1999. A revision of the policy was suggested.

Logistics

Dr. Gene Tatsch reviewed the logistics of the meeting. Session sign-up sheets and evaluation sheets will be in each room and will be collected after each session. Closing overheads are needed immediately after each session.

Letter from Dr. Jackson to ELAB

Dr. Jackson stated that he had prepared a letter to ELAB stating that the Board of Directors was concerned about all the comments from the small laboratories and that reports from the PT, Quality Systems and Accreditation Process committees were attached to show how they were being addressed. Mr. Baker stated that the On-site Assessment Committee will respond. The letter was approved. The interim report will be put on the website.

Before and After Hours Meeting

Ms. Mourrain reviewed the plans for all the Board members to meet this evening with all NELAC participants and on Tuesday, January 12, 1999, from 5 - 6 p.m. with the state representatives for a reception. On Thursday afternoon a session will be held for potential accrediting authorities with the NELAP Team and the Regional Lead Assessors.

Other

Ms. Irene Ronning, Chair of the Membership and Outreach Committee, requested the Committee Chairs to submit frequently asked questions to her for posting on the website.

Action Items
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Item No.	Action	Status
1.	Ms. Carolyn Cross will put the revised Policy on Revision of Standards on the website.	Completed
2.	Ms. Carolyn Cross will put all the policies in a binder for the NELAC V meeting.	On-going
3.	The interim report concerning small laboratory issues will be posted on the website.	On-going
3.	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the website. They are to submit these to Dr. Irene Ronning.	On-going

Incomplete Action Items from Past Teleconferences

Item No.	Date of Teleconference	Action	Status
1.	01/07/99	Ms. Mourrain, Ms. Dutrow and Mr. Slayton will develop a policy on handling of comments and, also, will develop a standardized letter.	On-going
2.	01/07/99	Committee chairs are to provide information on the "Proposal for Effective Date of Revised Standards" to Dr. Brokopp or Ms. Batterton prior to the Transition Committee meeting.	On-going
3.	12/17/99	Ms. Jeanne Mourrain will contact Ted Coopwood regarding the responses to a questionnaire that was sent to Indian Nations.	Completed
4.	11/19/98	Ms. Dutrow is to check on the status of the response from OW to the Federal Register Notice on PT.	On-going
5.	11/19/98	Dr. Jackson will write to each state representative reminding them to furnish their small laboratories with the needed information regarding NELAC accreditation. He will also prepare a generic letter to be sent with the application package.	On-going
6.	11/19/98	Ms. Betsy Dutrow will make a note to invite someone from the Interagency Task Force Methods Comparability Board to make a presentation at the Annual meeting in Saratoga Springs.	On-going
7.	11/19/98	Dr. Jackson, Ms. Mourrain, Ms. Batterton and Dr. Pearson will decide on the best way to communicate to the Interagency Task Force Methods Comparability Board what NELAC is doing.	Completed
8.	11/19/98	The Board will provide comments to the Interagency Task Force Methods Comparability Board on their draft statement of mission and charter.	Completed

List of Participants
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Name	Affiliation	Telephone Numbers
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Dr. Charles Brokopp	UT Department of Health	Tel: 801-584-8406 Fax: 801-584-8486 E-mail: cbrokopp@doh.state.ut.us
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